***QRF Success Plan Sample***

Success Plan

for

XXX

Assistant Teaching Professor, XXX Department/School

Academic Year 20XX – 20XX

The success plan provides the opportunity to foster faculty achievement and effectiveness in the areas of teaching and service in order to help support faculty in successful Annual/Enhanced Performance Review, overall progress, and possible promotion.

**Success Plan Meetings**.

We agree to meet once per semester during the academic year to discuss your performance review materials and to discuss progress and the types of departmental/school and university support needed to foster your continued success in the classroom. In addition to this meeting, the Chair/Director will provide advanced timelines about various evaluation processes, including Annual Performance Review, Enhanced Performance Review and Merit Review. Optional meetings in both fall and spring semesters may be held to optimize communication about instructional assignments and goals, as well as about your teaching accomplishments and how to appropriately recognize and support them.

**Success Plan Goals** – **Department**

The department/school will provide professional development funding to all faculty, regardless of rank, for workshop attendance, travel for conference presentation/attendance, and other activities that foster both faculty and student success. The annual amount is contingent on funding availability. Policies and procedures will be shared to ensure transparency. To document your classroom success, and because of the importance of feedback on teaching at all ranks, the Chair/Director encourages regular peer observations from faculty colleagues that will assist in future Merit, APR/EPR, and, in some cases, promotion reviews.

Teaching Professor XXX has agreed to serve as an informal mentor; the mentor will be a great resource given the mentor’s related teaching interests and success on achieving student learning outcomes. I also appreciate your willingness to contact the Center for Faculty Effectiveness and explore possible workshops and/or learning communities that can enhance your achievement and effectiveness in undergraduate and graduate teaching.

**Success Plan Goals** – **Faculty Member**

[*Sample activities may include conferences and workshops you plan to attend, curriculum you are developing, scholarship you plan to pursue, etc.]*

I would like to outline my success plan for professional development, teaching, and service for the Academic Year 20XX-20XX. For professional development, I plan to attend regional conferences related to teaching XXX such as the XXX conference in Columbus, OH in October 20XX and the XXX Symposium at Michigan State University. There may also be webinars or BGSU CFE workshops that I can attend during the academic year. In regards to teaching, I am currently teaching XXX which is a new course for me, and I am working on curriculum development for this course on Canvas and for class activities. I may also teach a new course in Spring 20XX depending on enrollment and need. Finally, the other role that I fulfill in the department is related to service. This academic year I am serving on the Promotion, Retention and Tenure Committee. At the end of each semester, I also provide service to the XXX Program in administering XXX test.

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Faculty Member Signature XXX, Chair/Director

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Date Date

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 Dean, College of XXX